

HEALTH FAIR SCREENER CONFIRMATION

Sunday, April 12
1-4 p.m.
Bloomington/Monroe County Convention Center



On behalf of the City of Bloomington Parks and Recreation Department, we thank you for registering for the 2015 Children's Expo. New this year, we've decided to steer away from the integration of a specific theme and instead encourage exhibitors to decorate in kid-friendly fashion. To get your creativity started, think primary colors, toys, games, fuzzy animals, books, or items relevant to your business or organization. If you have any questions please feel free to call me, Alison Miller at 349-3771 or milleal@bloomington.in.gov

Set up/Check-in:

Booth setup takes place on event day only. Exhibitors can begin setup at 10:30 a.m. All booths must be set up and ready to go by 12:30 p.m. Please check in upon arrival to Children's Expo to receive your health screening assignment and other important screening information. The number of tables and chairs along with room specifications indicated on your registration form will be prepared. Plan to conduct approximately 100 screenings.

Tear down:

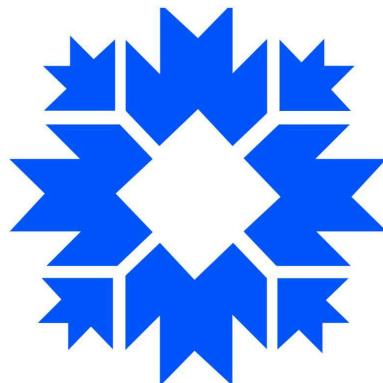
Tear down begins after 4 p.m. **Do not** tear down your booth before the conclusion of the event. It is important that all participants have the same opportunities and experiences. Please leave screening area as you found it.

Hospitality:

A healthy snack and beverage will be placed at your table upon arrival. If you require something more substantial, plan to pack and bring it with you.

Unloading/parking:

The Bloomington/Monroe County Convention Center offers ample parking on the south side of the building. If you have heavy or an abundance of materials, you can pull up or park near the door to unload. Expo staff and volunteers will be available to assist with the unloading process. Please have your display items in boxes for easy transport. You and additional staff from your organization should plan to park in the larger lot away from the building. Thank you in advance for saving close parking spots for our visiting families.



CITY OF BLOOMINGTON
parks and recreation

